

SHARP ENTRY GUIDE

Type of Entry	SHARP Location	Data Entry
Additional Pay	Comp Employees, Maintain Payroll Data U.S., Use, Additional Pay	Agency
Arrearage		
Check Arrearage Bal	Comp Employees, Maintain Payroll Data U.S., Inquire, Arrears Balances	Agency
Gen Ded Payback Sched	Comp Employees, Maintain Payroll Data U.S., Use, Gen Deduction Override	Agency
Adjust Arrears Balance	Comp Employees, Maintain Payroll Data U.S., Use, Adjust Arrears Balance	Agency
Enter Personal Reimb	Admin Workforce, Time and Leave, Use, Employee , Time Entry Daily	Agency
Court Ordered Withholdings		
Set Up Receipt	Comp Employees, Maintain Payroll Data U.S., Use, Court Order W/H Log	A & R
Set Up Deduction	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	A & R
Set Up Specifications	Comp Employees, Maintain Payroll Data U.S., Use, Garn Spec Data	A & R
Deferred Compensation	Comp Employees, Admin Base Benefits, Use, Savings Plans	ING
Direct Deposit	Comp Employees, Maintain Payroll Data U.S., Use, Direct Deposit	Agency
Group Health Insurance		
Set Up Dependent/Ben	Comp Employees, Admin Base Benefits, Use, Dependent/Beneficiary	DPS
Set Up Deduction	Comp Employees, Admin Base Benefits, Use, Health Benefits	DPS
Flex Spending Accounts	Comp Employees, Admin Base Benefits, Use, FSA Benefits	DPS
Fringe Benefit Income	Comp Employees, Maintain Payroll Data U.S., Use, Additional Pay	Agency
KPERS		
Retirement		
Non-Legislators	Comp Employees, Admin Base Benefits, Use, Retirement Plans	Agency
Legislators	Comp Employees, Admin Base Benefits, Use, Savings Plans	Agency
Group Term Life		
Non-Legislators	Comp Employees, Admin Base Benefits, Use, Retirement Plans	Agency
Legislators	Comp Employees, Admin Base Benefits., Use, Life & AD/D Benefits	Agency
Buybacks		
Non-Legislators	Comp Employees, Admin Base Benefits, Use, Savings Plans	KPERS
Legislators	Comp Employees, Admin Base Benefits, Use, Life and AD/D Benefits	KPERS
Prior Years Service	Comp Employees, Admin Base Benefits, Use, Retirement Plans	Agency
Learning Quest	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	Agency
Long Term Care	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	DPS
Longevity Bonus		
Enter Employee Review	Admin Workforce, Plan Salaries (GBL), Use, Employee Review	Agency
Approve Bonus	Admin Workforce, Plan Salaries (GBL), Use, Longevity Bonus	Agency
Maintenance	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	Agency
Medicare	Admin Workforce, Admin Workforce (U.S.), Use, Job Data	Agency

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OASDI	Admin Workforce, Admin Workforce (U.S.), Use, Job Data	Agency
Optional Group Life	Comp Employees, Admin Base Benefits, Use, Life and AD/D Benefits	KPER
Organization Dues	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	Agency
Parking	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	DFM
Paycheck Reprint	Comp Employees, Manage Payroll Process U.S., Process, Paycheck Reprint	Agency
Paycheck Reversal	Comp Employees, Manage Payroll Process U.S., Process, Paycheck Rev/Adj	Agency
Paycheck Adjustment		
- Non Pay Affecting Time and Leave Adjustment	Admin Workforce, Time and Leave, Use, Adjustment	Agency
- Pay Affecting T & L Adjustment/Benefit Adjustment		
Request Adjustment	Comp Employees, Manage Payroll Process U.S., Process, Paycheck Rev/Adj	Agency
Make Adjustment	Admin Workforce, Time and Leave, Use, Adjustment	Agency
- Earnings Adjustment Due to Pay Rate Change	Admin Workforce, Time and Leave, Use, Employee	Agency
Position Pool		
Set Up Position Pool	Define Bus Rules, Define Commit Accounting., Setup, Position Pool Table	Agency
Add Acct Code/Fndng	Define Bus Rules, Define Commit Accounting, Setup, Account Code Table	Agency
Enter Budget/Eff Date	Define Bus Rules, Define Commit Accounting, Setup, Dept Budget Table	Agency
Assgn Pos Pool to Erng	Define Bus Rules, Define Commit Accounting, Setup, Dept Budget Table	Agency
/Deductions/Taxes		
Link Position to Pool	Develop Workforce, Manage Positions, Use, Position Data, Specific Information, Education and Government	Agency
Educational Institutions Retirement		
Tax Sheltered Annuity	Comp Employees, Admin Base Benefits, Use, Retirement Plans	Agency
Voluntary Tax Shelter	Comp Employees, Admin Base Benefits, Use, Savings Plans	Agency
Savings Bonds		
Set Up Dependent/Ben	Comp Employees, Admin Base Benefits, Use, Dependent/Beneficiary	Agency
Set Up Deduction	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	Agency
Set Up Bond	Comp Employees, Maintain Payroll Data U.S., Use, U.S. Sav Bond Spec	Agency
St. Leave Pymnt Assmnt	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	System
Step Increase		
Enter Employee Review	Admin Workforce, Plan Salaries (GBL), Use, Employee Review	Agency
Approve Increase	Admin Workforce, Plan Salaries (GBL), Use, Pay Increase - Active	Agency

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Supplemental		
No Original Paycheck		
- No Timesheet Created	Admin Workforce, Time and Leave, Use, Add Timesheet AND Admin Workforce, Time and Leave, Use, Supplemental	Agency Agency
- Timesheet Created	Admin Workforce, Time and Leave, Use, Supplemental	Agency
Orig. Paycheck Reversed	Admin Workforce, Time and Leave, Use, Supplemental	Agency
Taxes		
Federal Tax/Arbitry/EIC	Comp Employees, Maintain Payroll Data U.S., Use, Employee Tax Data	Agency
State Tax/Arbitrary	Comp Employees, Maintain Payroll Data U.S., Use, Employee Tax Data	Agency
Local Tax	Comp Employees, Maintain Payroll Data U.S., Use, Employee Tax Data	Agency
Tax Distribution	Comp Employees, Maintain Payroll Data U.S., Use, Employee Tax Distrib	System
Unempl Comp Insurance	Comp Employees, Maintain Payroll Data U.S., Use, Employee Tax Data	Agency
United Way	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	Agency
Workers Compensation	Comp Employees, Maintain Payroll Data U.S., Use, General Deduction Data	System